

General Guidelines

In order for a sister city/county/state partnership to be recognized by Sister Cities International® (SCI), the two communities must sign formal documents which clearly endorse the link. This presumes several key items: that the U.S. community is already a member of SCI and has followed proper procedures (e.g. passed a city council resolution declaring the intent to twin with the specific city); that both communities share a mutual commitment to the relationship; and that both have secured the necessary support structure to build a lasting relationship. For details and guidelines regarding your organizational structure, please contact SCI national headquarters.

SCI refers to your formal document as a “Sister City Agreement.” However, as the following examples show, the actual name and format of your documents is left up to you.

The forms in this packet are meant to be used as guides only – please adapt the language to reflect the specific goals of your partnership.

In addition:

- ✓ Documents should be written in English and in the language of the counterpart community. Consider using official letterhead and/or embellishment to reflect your unique relationship.
- ✓ Documents must be signed by the top elected official of both communities
- ✓ Official documents are usually signed during a formal ceremony sealing the affiliation. Be sure both communities receive a signed set of the official documents for their records. (Please also send copies to SCI.)
- ✓ It is strongly recommended that all official documents be reviewed and updated every few years.